



Maryland
OneStop

Maryland Department of Agriculture

Spay & Neuter Grant | Application End User Guide

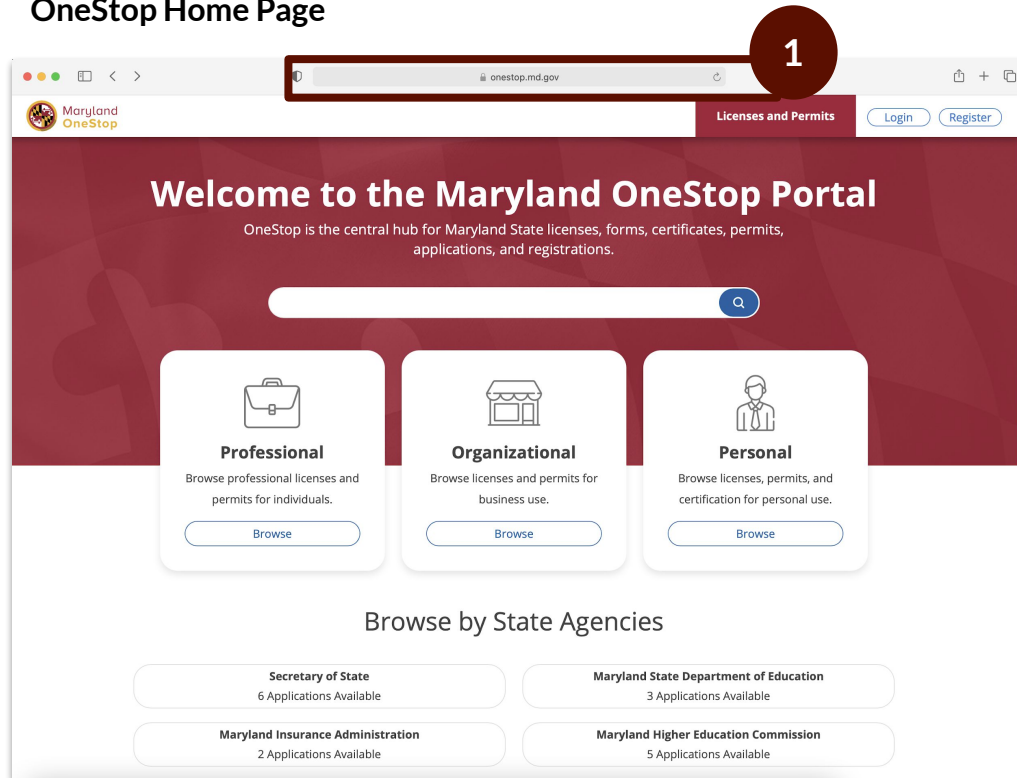
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Accessing OneStop

OneStop Home Page



Task Steps

1. Go to <https://onestop.md.gov/>

Sign Up to OneStop

Register OneStop account

The screenshot shows the Maryland OneStop Portal registration form. A red circle with the number 2 highlights the 'Register' button in the top right corner. A red circle with the number 3 highlights the 'Register' button at the bottom of the form. The form fields include: First Name, Last Name, Email, Password, and Confirm Password. Below the password fields, there is a list of password requirements: 'Your password needs to: Not include your name, email address. Include at least one number or symbol. Include both lower and upper case characters (a-z). Be at least 8 characters long.' The 'Register' button is a blue button with white text.

Task Steps

1. Go to <https://onestop.md.gov/>
2. Fill in the required fields
3. Select the register button

Verify your Email

The screenshot shows the email verification process. A red circle with the number 2 highlights the 'Verify Your Email Address: OneStop' email in the inbox. A red circle with the number 3 highlights the 'Verify Your Email' button in the email body. The email body includes the Maryland OneStop logo, a 'Welcome Mda' message, and a link to verify the email address. The 'Verify Your Email' button is a red button with white text.

Task Steps

1. Access your email inbox
2. Locate the OneStop email
3. Select verify your email button

Login to OneStop

OneStop Login Page

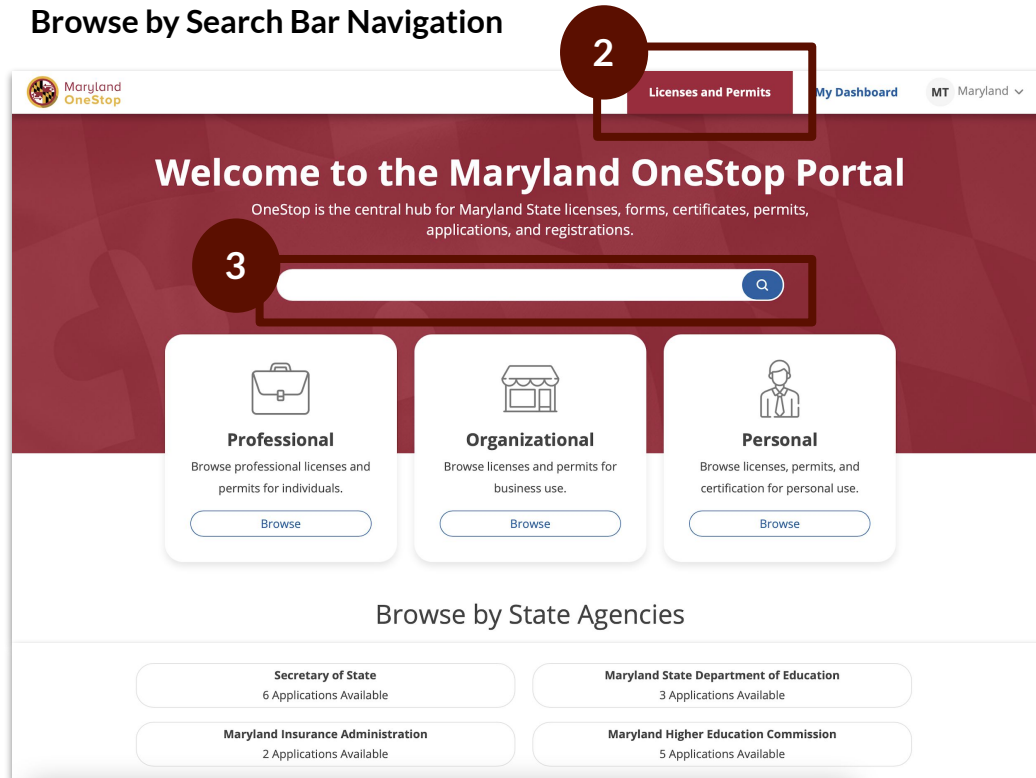
The screenshot shows the Maryland OneStop Portal homepage. At the top right, there is a navigation bar with 'Licenses and Permits', 'Login', and 'Register' buttons. A red circle with the number '2' highlights the 'Login' button. Below the navigation bar, the main heading reads 'Welcome to the Maryland OneStop Portal' with a subtext: 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' Below this, there are two main sections: 'Professional' (Browse professional licenses permits for individuals) and 'Personal' (Browse licenses, permits, and certification for personal use). A red circle with the number '3' highlights the 'Login' button in the top right corner of the 'Professional' section. Below the 'Professional' section, there is a 'Browse by State Agencies' section with four buttons: 'Secretary of State' (6 Applications Available), 'Maryland State Department of Education' (3 Applications Available), 'Maryland Insurance Administration' (2 Applications Available), and 'Maryland Higher Education Commission' (5 Applications Available). A red circle with the number '4' highlights the 'Log in' button in the bottom right corner of the 'Professional' section.

Task Steps

1. Go to <https://onestop.md.gov/>
2. Select the login button at the top right
3. Enter required fields
4. Select the login button

Searching for Licenses and Permits | Search by Search Bar Navigation

Browse by Search Bar Navigation

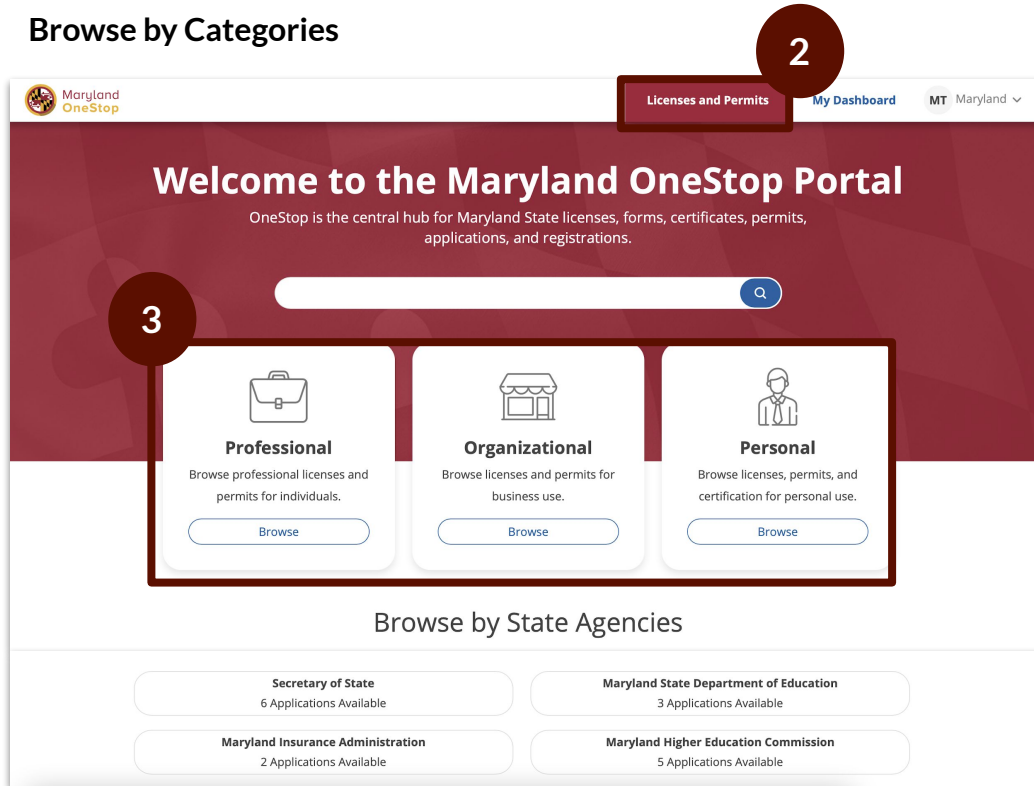


Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the *Licenses and Permits* tab
3. Use the search bar tab to find forms and application

Searching for Licenses and Permits | Categories to Search by

Browse by Categories



Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the *Licenses and Permits* tab
3. Locate Categories
 - a. *Professional*
 - b. *Organizational*
 - c. *Personal*

Browse by State Agencies

The screenshot shows the Maryland OneStop Portal. A red circle with the number '2' highlights the 'Licenses and Permits' tab in the top navigation bar. A red circle with the number '3' highlights the 'Browse by State Agencies' section at the bottom of the page. The page features a search bar, three category cards (Professional, Organizational, Personal), and a list of state agencies with the number of applications available for each.

Professional
Browse professional licenses and permits for individuals.
Browse

Organizational
Browse licenses and permits for business use.
Browse

Personal
Browse licenses, permits, and certification for personal use.
Browse

Browse by State Agencies

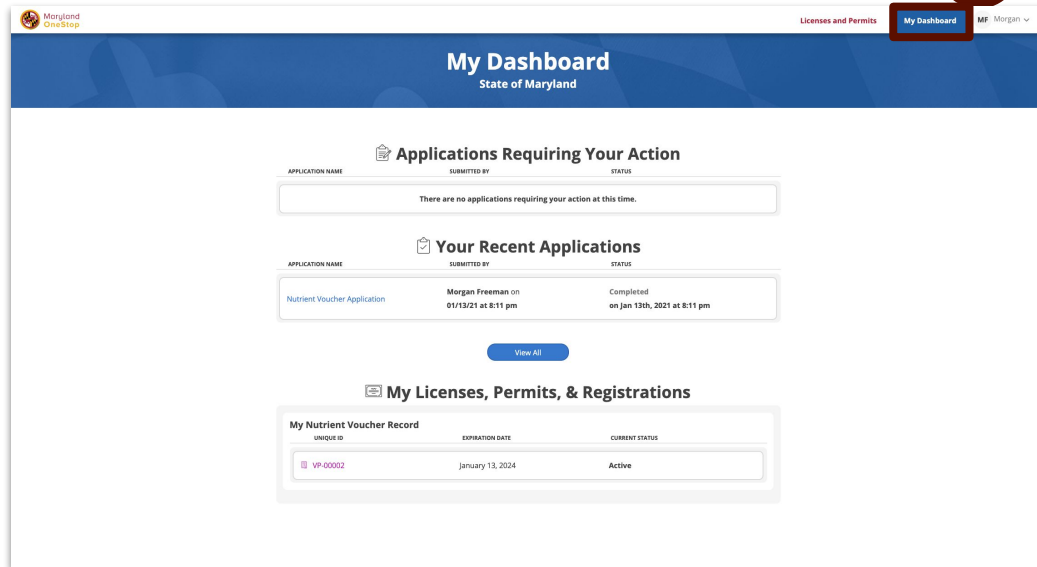
Secretary of State 6 Applications Available	Maryland State Department of Education 3 Applications Available
Maryland Insurance Administration 2 Applications Available	Maryland Higher Education Commission 5 Applications Available

Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *Licenses and Permits* tab
3. Locate *State Agencies*

My Dashboard

My OneStop Dashboard



3

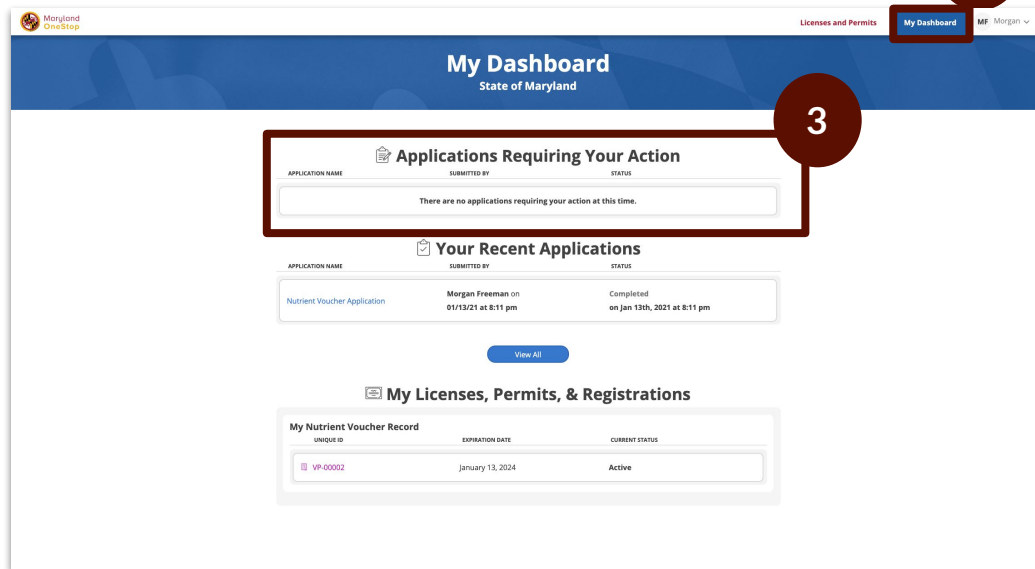
Task Steps

1. Go to <https://onestop.md.gov/>
2. Login
3. Select My Dashboard tab

This is an example image of a dashboard

Applications Requiring your Actions

Applications Requiring Your Action



This is an example image of a dashboard

Task Steps

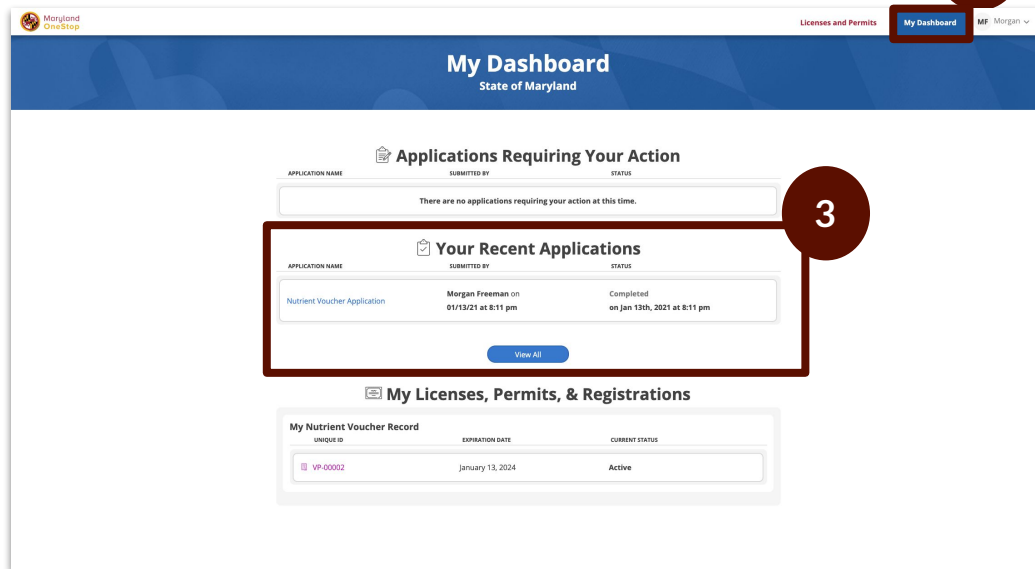
1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Applications Requiring Your Action*
 - a. View application statuses
 - b. You will be able to view applications that are in review and pending further action from you

Making Revision Steps

- Make revisions by clicking into the application
- Make your revisions
- Submitting the application again

Your Recent Applications

Your Recent Applications



This is an example image of a dashboard

2

3

Task Steps

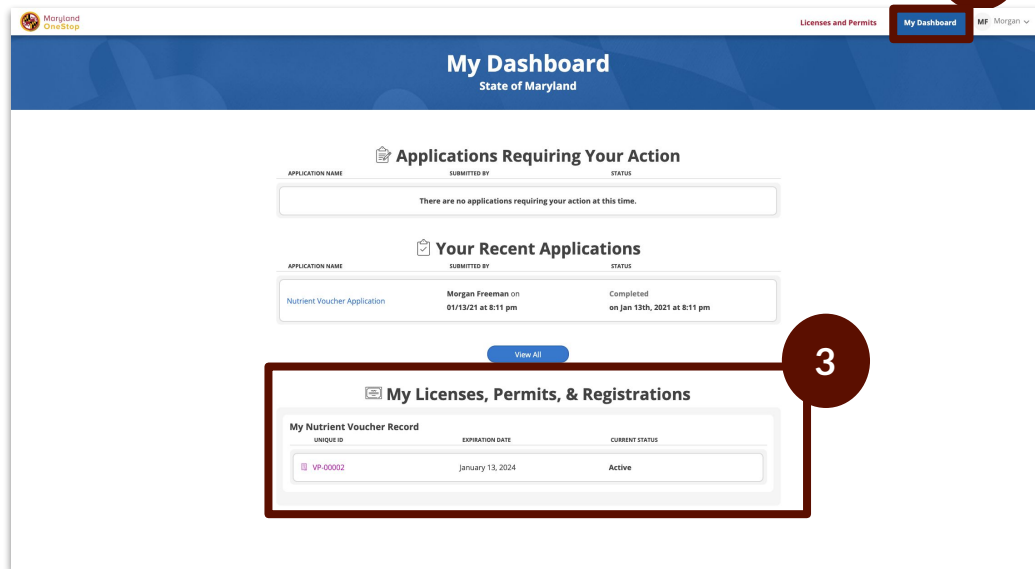
1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Your Recent Applications*
 - a. You will be able to view all applications that you have ever submitted.
 - b. You will also be able to view all applications that need further actions from you

Making Revision Steps

- Make revisions by clicking into the application
- Make your revisions
- Submitting the application again

Your Licenses, Permits and Registrations

Your Licenses, Permits and Registrations



This is an example image of a dashboard

2

3

Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *My Licenses, Permits and Registrations*
 - a. You will be able to view all Licenses, Permits and Registrations that you own

Click the Unique ID to navigate to the record detail view

Account Settings

Your Account Settings Page

MD Maryland

Account Settings

Profile

Name [Edit Name](#)

Email [Edit Email](#)

Password [Edit Password](#)

[Contact Us](#) [Privacy](#) [Accessibility](#)

© 2020, Maryland OneStop

Task Steps

1. Locate to the main menu navigation in the top right hand corner
2. Select account settings
3. Edit Options
 - a. Name
 - b. Email
 - c. Password

Applying for a Grant Application

Navigating to one of the 3 grant applications

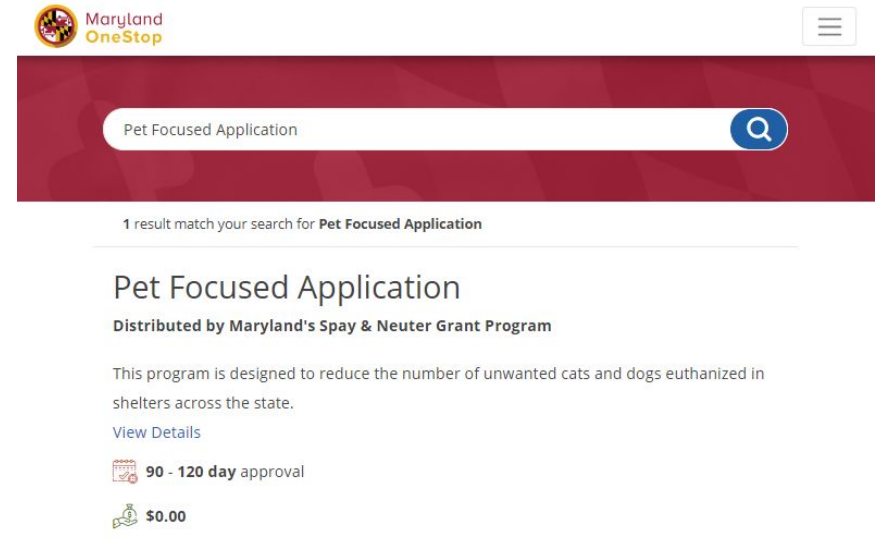
- Pet Focused
- Feral Cat
- Capital Expense Report



Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the Licenses and Permits tab
3. Use the search bar to find one of the 3 grant applications
4. Select the blue search icon

Search Results for Pet Focused Application (Feral Cat and Capital Expense will look similar)



Task Steps

1. Select Pet Focused Application

Application Public Profile Page

Pet Focused Application Public Profile

Pet Focused Application Details

last revised 08/02/21 at 4:26 pm

Pet Focused Application

This program is designed to reduce the number of unwanted cats and dogs euthanized in shelters across the state. We hope to reduce ...

As of April 2016, county or municipal animal control facilities, organizations that are contracted by a county or municipality to provide a...

A copy of the law, the guidelines and an example of a Standards of Care Plan are posted on the Board of Veterinary Medical Examiners ... DA.maryland.gov. Applicants with shelters must be in compliance with the law.

This is a competitive grant and meeting minimum standards does not guarantee selection for funding. Early in your planning process, y... [Show more](#)

 Apr 01, 2022 at 05:01 pm EDT Due Date	 90 days - 120 days Approval Time	 60 min - 4 hour Completion Time	 \$0.00 Application Fee
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Apply or Register

Ready to apply?



Apply Online

Complete the form

Apply Online

2

Task Steps

1. Read the application's public profile
2. Select apply now button

Application Instructions

Instructions

Review the steps - **read carefully**

- 01** **Create a Maryland OneStop Account**
If you do not have a Maryland OneStop account, click "Register" in the upper right hand corner of the screen. Enter your first name, last name, email address, and create a password, then click "Register".
- 02** **Verify your Maryland OneStop Account Email**
Once you have submitted your information to create an account, you will receive an email from onestop.support@maryland.gov. Click the "Verify Your Email" button in the email.
- 03** **Read Through the Guidelines**
When answering questions please keep in mind the purpose of the grant and attempt to answer questions in a way that it will demonstrate how your projects works to achieve that goal. "The purpose of the Fund is to reduce animal shelter overpopulation and cat and dog euthanasia rates by financing grants to local governments and animal welfare organizations for programs that most efficiently and effectively facilitate and promote the provision of spay and neuter services for cats and dogs in the State."
- 04** **Enter the Application**
Log in using the email and password you created and click the "Apply Online" button to submit an application for a Spay and Neuter Grant.
- 05** **Application Instructions**
While filling out the application for a Spay and Neuter Grant, please enter your organization's name and contact information as it will appear on the grant offer.

Resources and Links

Resources and Links

Good to know - **Find helpful information**

- [Maryland Department of Agriculture \(MDA\) Webpage](#)
- [Maryland Spay and Neuter Grant Program](#)
- [Program Regulations](#)
- [Pet Focused Instructions](#)

Task Steps

1. Review resources and links
2. Read 'What happens after submission'.

What happens after submission

What Happens After Submission

Read carefully

01



Completion of grant application

Once received by MDA, no changes or updates may be made to the application and no additional information may be added, except at MDA's request or with MDA's approval. Applicants may only request a submitted application be withdrawn.

02



Review and Approval

MDA conducts a Due Diligence check on all Applicants to confirm eligibility, tax status, standing of project veterinarians and clinics with MDA Vet Board, standing with local animal control agencies, and standing with the IRS and the State of Maryland.

03



Notification to Applicant

All Applicants (whether approved for funding by the Secretary or turned down by the Secretary) are notified by email as promptly as possible after the Secretary's final funding decision. Emails to Applicants approved for funding will include any changes in scope or budget MDA wishes to amend.

04



Grant Agreement

MDA sends out grant agreements to recipients usually within 30 days following approval. MDA will notify the recipients by email when the grant agreements have been mailed out.

Submitting a Grant Application

Pet Focused Application

The screenshot shows the 'Pet Focused Application' form on the Maryland OneStep portal. A red circle with the number '1' highlights the 'Proposal Administration Information' tab. The form includes fields for 'Title of Proposed Project', 'Total Amount Requested' (with a dropdown for '\$ No less than \$5,000'), 'Name of Requesting Organization', 'Address', 'City', and 'State' (a dropdown menu). Below these is a 'Signature' section with radio buttons for 'Text' (selected) and 'Draw', a 'Your Name' field, and a large text area for the signature. A checkbox for 'I agree to be legally bound by this document.' is present. At the bottom, there are 'Previous' and 'Submit' buttons. A red circle with the number '3' highlights the 'Submit' button.

Task Steps

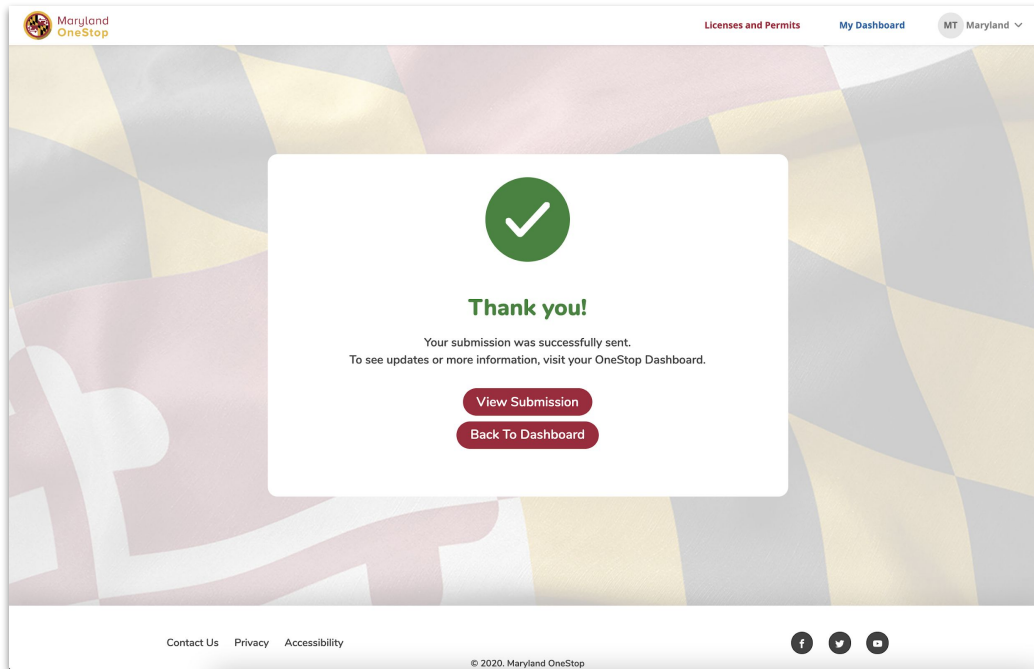
1. Complete the form by filling out all required fields
 - a. Required fields have red asterisks next to them
2. This form has multiple pages. You can select the 'All Pages' tab to review the entire application before submitting
3. Submit the application

The screenshot shows the 'All Pages' tab of the 'Pet Focused Application' form. A red circle with the number '2' highlights the 'All Pages' tab. The form includes tabs for 'Proposal Administration Information', 'Point of Contact & Organization Information', 'Project Details', and 'Budget and Additional Funds Information'. The 'All Pages' tab is selected and highlighted in blue.

Important Tip: You can click out of an application and come back to it at anytime. The submission information will automatically save as a draft. This draft will live in your dashboard until you submit the application.

Form Confirmation

Form Submission Confirmation



Task Steps

1. **View Submission:** Use this button to review your submission
2. **Back to Dashboard:** Use this button to navigate back to your dashboard

You will also receive an email confirmation upon submission of your application.

Review Process of Your Submitted Application

Task Steps

- 1. After submission, your application will be 'In Review'
- 2. You will be notified via email if your application has been approved, or rejected
- 3. If approved, you will be asked to sign your Grant Agreement in OneStop

Pet Focused Application Review



My Recent Applications

APPLICATION NAME	SUBMITTED BY	STATUS
Pet Focused Application	SpayNeuter Tester on 08/04/21 at 10:15 am	In Review <div>1</div> since Aug 4th, 2021 at 10:15 am

Sign the Grant Agreement



Hello
Spay Neuter
Tester

Congratulations!

This email is to inform you that your application for the FY2021 grant cycle was selected for funding. Your project 25-678 for Pet Focused was selected to be funded, based on the recommendations of the Spay/Neuter Advisory Board and the approval of the Secretary of Agriculture. Please note we are still awaiting approval from the Department of Budget Management to be able to disburse payments for this grant (however we expect that approval to be secured before the contracts are signed).

This will provide \$10,500.00 to Spay/Neuter 200 cats/dogs.

Please confirm if you are still able to complete the project as proposed in your application and with any (if any) modifications listed within the grant agreement. Please also let me know of any other person(s) you would like to receive the group emails for quarterly reports or general notices other than the primary poc listed on your application.

Please click 'View Submission' below to view and sign your grant agreement.

Thank you and congratulations. I look forward to hearing from you and working with you in 20YY!

View Submission

2

Task Steps

1. If approved, you will receive an email to sign the grant agreement.
 2. Click the link in the email to view the grant agreement
- OR
3. Click on the application link in your dashboard

Applications Requiring My Action

APPLICATION NAME	SUBMITTED BY	STATUS
Pet Focused Application	SpayNeuter Tester on 08/04/21 at 10:15 am	Pending Grant Agreement Pending additional data from you since Aug 4th, 2021 at 10:23 am

3

Sign the Grant Agreement

Maryland Department of Agriculture

Grant Agreement

THIS GRANT AGREEMENT (this "Agreement") is made by and between (1) the Maryland Department of Agriculture ("MDA"), a principal department of the State of Maryland ("State") and ("Grantor"), and (2) the Morse and Hendrix Inc ("Grantee"), listed below.

Grant Agreement Number: FY25-678 (MDA 1938)

Grantee Name (Point of Contact-POC): Cupiditate eu nulla

Organization: Morse and Hendrix Inc

Address: Officia in laboriosa, Quod quibusdam qui m, Nevada 64612

POC Phone: +1 (658) 789-7843

POC Email: carakab@mailinator.com

Organization Web Address: <https://www.zizum.cm>

Federal ID Number: 99-5678909

Fiscal Point of Contact (FPOC): Est provident ad cu

FPOC Phone: +1 (638) 799-1605

FPOC Email: rebulix@mailinator.com

THIS AGREEMENT, together with the Exhibits referenced hereto and incorporated herein by reference, represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the parties hereto at the time of execution.

WITNESS our hands and seals, all as of the date set forth below

Name of Grantee *

☒ Text

☐ Draw

Your Name

Test User

Test User

2

☐ I agree to be legally bound by this document.

Task Steps

1. Review the grant agreement
2. Sign your name
3. Click 'Submit'

THIS FORM WAS APPROVED FOR FORM AND LEGAL SUFFICIENCY BY THE ATTORNEY GENERAL'S OFFICE.

ITEMS APPENDED:

- COPY OF SUBMITTED APPLICATION FORM (and supplemental attachments, if any)
- AMENDMENT PAGE

Submit

3

View Your Application Details

Note: You can only view your application details **after approval**, and you have **signed your grant agreement**

Grant Application Record & Unique ID

4  My Licenses, Permits, & Registrations

July 27 Test Project Title

UNIQUE ID

EXPIRATION DATE

CURRENT STATUS

23-789

December 31, 2022

Complete

Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *My Licenses, Permits and Registrations*
 - a. You will be able to view all Licenses, Permits and Registrations that you own
4. Project Title
5. Application # (Your unique ID for this project)
6. Expiration Date (The end date of your project)
7. Status (Active or Completed)

View Your Application Details

Grant Application Record & Unique ID

 My Licenses, Permits, & Registrations

July 27 Test Project Title

UNIQUE ID

EXPIRATION DATE

CURRENT STATUS

 23-789

December 31, 2022

Complete

1

Task Steps

1. Click the Unique ID link to open your application details page
2. Application Details



[Licenses and Permits](#)

[My Dashboard](#)

[ST Spay Neuter](#) ▼

Application Overview

[Home](#) > [My Dashboard](#) > [Application Overview](#)

Nulla nemo eligendi , 25-678 Overview

Actions ▼

[Project Overview](#)

[Quarterly Grant Pro...](#)

[Final Grant Progres...](#)

Organization
Morse and Hendrix Inc

Title of Project
Nulla nemo eligendi

Start Date
Aug 1st, 2021

End Date
Aug 31st, 2021

Project Status
Active

Project Description
Debitis sit sunt su

Grant Information

Amount Awarded
\$10,500.00

Surgeries Funded
200

View Your Application Details

[Licenses and Permits](#)[My Dashboard](#)

ST Spay Neuter ▾

Application Overview

[Home](#) > [My Dashboard](#) > [Application Overview](#)

Nulla nemo eligendi , 25-678 Overview

[Project Overview](#)[Quarterly Grant Pro.](#)[Final Grant Progress](#)[Actions ▾](#)

Organization
Morse and Mendrix Inc

Start Date
Aug 1st, 2021

Project Status
Active

Project Description
Debitis sit sunt su

Grant Information

Amount Awarded
\$10,500.00

Title of Project
Nulla nemo eligendi

End Date
Aug 31st, 2021

Surgeries Funded
200

Task Steps

1. Project Overview of your application

- This will display an overview of your application

2. Quarterly Grant Progress Reports

- This will display all submitted and approved quarterly grant progress reports

3. Final Grant Progress Reports

- This will display your submitted and approved final grant progress report

4. Actions

- You will be able to take actions on your application, such as submit a quarterly or final grant report

Submit a Quarterly Grant Report

Application Overview

Overview

Nulla nemo eligendi , 25-678 Overview

Project Overview Quarterly Grant Pro... Final Grant Progres...

Organization
Morse and Hendrix Inc

Title of Project
Nulla nemo eligendi

1 Actions ^

2 Submit Quarterly Grant Report
Submit Final Grant Report

3 Quarterly Grant Progress Report

Maryland Department of Agriculture
Spay and Neuter Grants Program

A. Project Administration Information

Organization Name *
Morse and Hendrix Inc

Project Title *
Nulla nemo eligendi

Type of Project *
Pet Focused Application

Grant # *
25-678

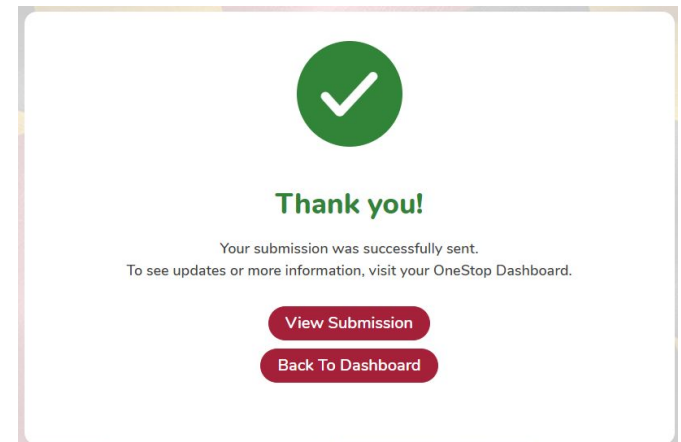
Date of Report *
MM/DD/YYYY

Covering Time Period Start Date *
MM/DD/YYYY

Covering Time Period End Date *
MM/DD/YYYY

Task Steps

1. Click on the green 'Actions' button
2. Click 'Submit Quarterly Grant Report'
3. A form will open with pre-populated data about your project. Complete the form and click submit.
4. You will receive an email confirmation after successfully submitting your quarterly grant report.




Review Quarterly Grant Report Submissions

Task Steps

- 1. You will receive an email after approval of your quarterly grant submission
- 2. You can review your submissions by viewing your Application Overview and selecting the 'Quarterly Grant Progress Reports' tab
- 3. All approved submissions will appear in this tab, and provide a snapshot of the information submitted

1



Hello
**Spay Neuter
Tester**

Your quarterly grant progress report for *Nulla nemo eligendi* for has been approved.

Thanks!

[View Submission](#)

Nulla nemo eligendi , 25-678 Overview

Actions ▾

- 2

Project Overview

Quarterly Grant Pro...

Final Grant Progres...

Quarterly Grant Progress Reports

PROJECT INFORMATION	SUBMISSION DATE	GRANT EXPENDITURES	SURGERY INFO
3 <div>Nulla nemo eligendi 25-678 Quarter 3</div>	Aug 9th, 2021	Total Grant Awarded: \$10500 Grant Expenditure this Quarter: \$5000 Grant Amount Remaining: \$5500	Cats Spayed Cats Neuter Dogs Spayed Dogs Neuter

Submit a Final Grant Report

Application Overview

Overview

Nulla nemo eligendi , 25-678 Overview

Project Overview Quarterly Grant Pro... Final Grant Progres...

Organization
Morse and Hendrix Inc

Title of Project
Nulla nemo eligendi

Final Grant Progress Report

Maryland Department of Agriculture
Spay and Neuter Grants Program

Contact Information

Project Title *
Nulla nemo eligendi

Project Type *
Pet Focused Application

Project # *
25-678

Date of Report *
MM/DD/YYYY

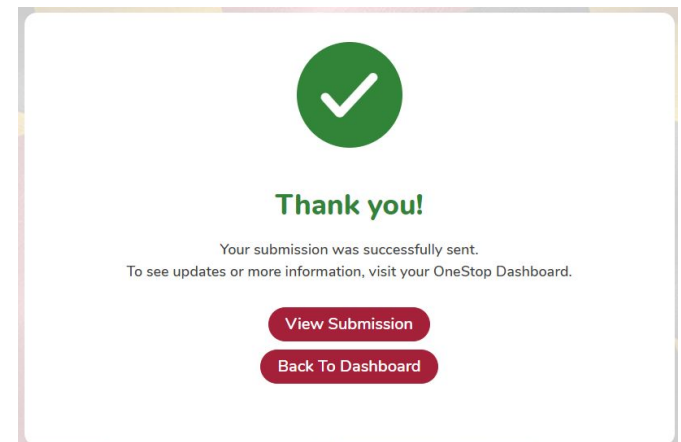
Project Contact Name *

Project Contact Telephone Number *

Project Contact Email *

Task Steps

1. Click on the green 'Actions' button
2. Click 'Submit Final Grant Report'
3. A form will open with pre-populated data about your project. Complete the form and click submit.
4. You will receive an email confirmation after successfully submitting your final grant report.



Review Final Grant Submission

Task Steps

- 1. You will receive an email after approval of your final grant submission
- 2. You can review your submission by viewing your Application Overview and selecting the Final Grant Progress Report' tab
- 3. Your approved submission will appear in this tab, and provide a snapshot of the information submitted

1



Hello
Spay Neuter
Tester

Your final grant progress report for *Nulla nemo eligendi* has been approved.

Thanks!

[View Submission](#)

2

Nulla nemo eligendi , 25-678 Overview

Project Overview

Quarterly Grant Pro...

Final Grant Progres...

Final Grant Progress Report

3

PROJECT INFORMATION	SUBMISSION DATE	GRANT EXPENDITURES	SURGERY INFO
Nulla nemo eligendi 25-678	Aug 9th, 2021	Amount Awarded: \$10500 Amount Remaining (to be returned to MDA): \$0 Amount Spent: \$10500	Number of (C Number of (C Number of (C Number of (C

Application Overview

Application Overview

Nulla nemo eligendi , 25-678 Overview

Project Overview

Quarterly Grant Pro...

Final Grant Progres...

Organization

Morse and Hendrix Inc

Title of Project

Nulla nemo eligendi

Start Date

Aug 1st, 2021

End Date

Aug 31st, 2021

Project Status

Complete

Project Description

Debitis sit sunt su

Grant Information

Amount Awarded

\$10,500.00

Surgeries Funded

200

Task Steps

1. Once your final grant progress report has been approved, your project will be marked 'Completed'
2. **Note:** You may no longer submit any quarterly or final grant reports for a completed project. Note that the green 'Actions' button is no longer accessible